

U.S. Army Accessions Command Hometown Recruiter Assistance Program (HRAP) SOP

HRAP Standard Operating Procedures

This SOP is designed to provide quick reference for the policies and procedures for the Hometown Recruiter Assistance Program (HRAP). This SOP does not replace existing regulations as listed in the reference section. This SOP is designed to assist TRADOC installations and USAREC chain of command in implementing HRAP.

Changes, recommendations and comments should be sent to HQ USAAC POCs MAJ James Vandergrift, james.r.vandergrift@us.army.mil, DSN 680-4706, MAJ Wendell Johnson, wendell.johnson@us.army.mil, DSN 680-4876, or MSG Charles Pulliam, charles.pulliam@us.army.mil, DSN 680-4702, commercial prefix (757) 788. or HQ USAREC, ATTN: RCRO (HRAP Coordinator), email: hq-hrap@usarec.army.mil, or forward hardcopy changes to:

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Major changes for the OCT 07 revision of the HRAP SOP:

1. Updates references in paragraph 1.
2. Establishes 60% as the TRADOC IET graduate participation goal.
3. Updates duty period and utilization restrictions to comply with AR 601-2, 9 FEB 07.
4. Updates POC listing in paragraph 2 and Appendices.
5. Updates Processing section to paragraph 6.
6. Updates paragraph 8, HRAP Orientation Training for Installation Personnel.

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

INDEX

<u>Paragraph:</u>	<u>Subject:</u>	<u>Page:</u>
1	References	4
2	Introduction, Policy and Responsibilities	4
3	HRAP Participants	5
4	Use of HRAP Soldiers/HRAP Duty Requirements	8
5	Selection Criteria	9
6	Recommendation, Application, Selection and Processing	10
7	Duty Period	15
8	IET Installation Support/Responsibilities	15
9	Performance Measures	18
10	Reports	18

Appendixes:

A	HRAP Website System Process Flow Chart	20
B	ATRRS Instructions	21
C	HRAP Points of Contact	22
D	HRAP Volunteer Form	23
E	Soldier of the Quarter (SOQ) Recruiter Assistance Program	24
F	SOQ Resume	27
G	Glossary	29
H	HRAP Web Site Instructions	30
I	HRAP Participant Checklist	31
J	HRAP Training Report Instruction and Suspense Cover Sheet	32

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

1. References:

- a. AR 601-2, Army Promotional Recruiting Support Programs, 9 FEB 07.
- b. TRADOC REG 350-6, Initial Entry Training Policies and Procedures (Change 1), 27 AUG 07.
- c. AR 600-8-10, Leaves and Passes, 01 JUL 94

2. Introduction, policy and responsibilities.

a. The Hometown Recruiting Assistance Program (HRAP) is designed to augment the Army's field recruiting force with young, enthusiastic recent IET graduates and other young Soldiers. These Soldiers deploy to their hometowns for short periods of time with the specific mission of identifying enlistment leads for our recruiting force. Normally operating in a permissive TDY (PTDY) status, these Soldiers focus their efforts on the Army's primary recruiting market. Working within their hometown peer groups, younger HRAP Soldiers are able to access those youth markets that are difficult for our older, mature recruiting force to connect with.

b. The HRAP program is the most direct contribution that TRADOC's training base makes to the critical task of recruiting for the Army. All Initial Entry Training (IET) sites have an HRAP coordinator and POCs within units that sell the HRAP program and assist new recruits with completing HRAP applications. IET Commanders support participation of qualified Regular Army Advanced Individual Training (AIT)/One Station Unit Training Installation (OSUT) graduates in this program. Tracking of HRAP nominations and shippers is a critical part of installation HRAP program management, and is a year round effort.

c. Historically, the most effective hometown recruiters are between the ages of 18 and 25, high school graduates, have their own transportation, and are recent IET graduates. These Soldiers are viewed as highly credible by their peers due to their recent success, and are able to provide leads from their peer group.

d. In a permissive TDY status, HRAP Soldiers normally work directly for a sponsoring Army Recruiter. Although specific duty periods are flexible, permissive TDY Soldiers are only allowed to work 24 hours per week in a combination of hours acceptable to the Soldier and the recruiting station commander.

e. Responsibility for managing the HRAP program lies with USAREC. However, every IET Installation Commander is charged with executing the program to meet both qualitative and quantitative goals. USAAC Operations and Training Directorate (ATAL-O) will provide executive oversight of the HRAP program operations to facilitate policy dissemination and coordination between USAREC and TRADOC training installations.

f. Current USAAC goal for IET graduate participation in HRAP is 60% of all AIT/OSUT graduates.

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

g. Changes to USAREC procedures resulted in recruiter recommendations being added to recruit contracts after 1 OCT 02. TRADOC installations will make every effort to send those Soldiers that are requested by recruiters and recommended by Drill Sergeants.

h. Installations that do not receive enough recruits with recruiter recommendation to meet their participation goal are authorized to meet their goal utilizing Drill Sergeant recommended Soldiers. In these cases, installation HRAP coordinator will provide report via e-mail to MAJ James Vandergrift, james.r.vandergrift@us.army.mil, MAJ Wendell Johnson, wendell.johnson@us.army.mil, or MSG Charles Pulliam, charles.pulliam@us.army.mil, that includes percentage of recruiter recommendations received for that month and any additional details explaining the variance.

i. This SOP deals primarily with HRAP procedures for TRADOC IET organizations and installations but also includes limited information on other categories of Soldiers. In all cases where the SOP refers to “Drill Sergeant / first line supervisor recommendation”, the term “first line supervisor” refers only to permanent party Soldiers. In all cases involving IET Soldiers, the Drill Sergeant will be responsible for making initial recommendation on participation in HRAP.

3. HRAP Participants: Hometown Recruiting is both an opportunity and a reward for deserving young Soldiers. These Soldiers are performing two critical functions simultaneously during HRAP; assisting the Army’s recruiting efforts and representing every Soldier in the Army to their hometown. We must send enthusiastic Soldiers with good records of both conduct and performance. HRAP must not be viewed as a “free leave” opportunity or entitlement, this is a privilege—it is a critical function of the Army’s manning mission. Leaders at all levels must exercise caution and common sense to ensure that the Soldier is applying to recruit in his or her true “hometown”. Soldiers must be familiar with the geographic area, have peer connections (usually through high school or college), and be able to contribute to the recruiting efforts in this area. Further, HRAP duty is not an opportunity to provide Soldiers time to “work out” personal problems. Although the first LTC/O5 in the Soldiers’ chain-of-command has HRAP waiver and approval authority for nominating HRAP Soldiers, USAREC will make the final determination of whether the Soldier can perform HRAP duty at a specific location during a specific period of time. Specific qualifications for HRAP Soldiers are described in para 5.

a. **IET (AIT/OSUT) Graduates.** These Soldiers constitute our most effective HRAP population and account for over 90 percent of all HRAP participants. They are generally young high school graduates who know their hometowns and are enthusiastic about the beginning of their Army service. These Soldiers perform HRAP duty between IET graduation and arrival at their first Permanent Duty Station (PDS), a time they would normally be on leave. Although number of days may vary, leave before PDS is normally 10 days CONUS and 14 days OCONUS. Permissive TDY of 14 days extends the Soldiers’ time at home, with no leave required.

(1) A case-by-case review of each HRAP volunteer’s application is required, starting with the Recruiter and Drill Sergeant recommendation and going up the chain of command to the Battalion Commander. In addition to the criteria listed in paragraph 5, commanders must ensure that Soldiers have had no disciplinary and/or personal problems during

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

IET that may be exacerbated by or impact on their HRAP duty. HRAP Soldiers must be able to project a positive image of themselves and the Army.

(2) HRAP application processing for IET graduates should be completed at least two weeks prior to graduation, in order to ensure that all coordination is complete between the Soldiers' losing installation and gaining Recruiting Station.

(3) Soldiers who have mandatory follow-on training after AIT (i.e. airborne, air assault, ranger, etc.) are eligible to participate following completion of mandatory follow-on training. Soldiers awaiting follow-on class start dates may be considered for HRAP duty if the time between classes permits, but HRAP duty must not hold up a Soldier's follow-on training. For instance, Airborne training normally starts within a week of AIT graduation, so HRAP duty before airborne training is not an option. Fort Benning will handle processing and approval of all airborne graduate HRAP volunteers, and ensure each website record has a CATEGORY of "Airborne".

b. **Permanent Party Soldiers.** Qualified permanent party Soldiers may apply to perform HRAP duty with the recommendation of the first LTC/O5 in their chain-of-command. At installations where there is no installation HRAP coordinator (e.g. OCONUS or AMC), volunteers can use USAREC's Find a Recruiter web site (http://www.goarmy.com/contact/find_a_recruiter.jsp) to find a recruiting station in their hometown, and then contact that station about the possibility of performing HRAP duty.

(1) The completion of a Soldier's first duty assignment provides an excellent time for enlisted Soldiers to perform HRAP duty. These Soldiers are still able to connect to the primary target recruiting market, but also are sufficiently "greened" to give testimony to real Army experiences.

(2) Officers. Young Lieutenants and Captains en-route to or from their Captains Career Course may have a good opportunity to perform HRAP duty in their hometown or college community. In order to utilize officers most efficiently, officers will coordinate directly with the recruiting battalion serving the area the officer requests for HRAP duty.

(3) Drill Sergeants (DS). DS often do not meet the HRAP age criteria, yet are a valuable asset to recruiting to dispel the fears of young people about basic training and the DS tough "image". Interested DS should contact their hometown's recruiting battalion well ahead of available time to serve, so they can be best utilized in promotional activities. DS recruiting assistance duty may be on a PTDY basis, or USAREC may fund DS HRAP duty through the Total Army Involvement Recruiting (TAIR) program when DS support meets specific recruiting needs. Coordination must be made between the respective installation and the recruiting battalion to determine event and length of duty.

c. **Training Holdovers.** Soldiers who have successfully completed IET, but have not shipped due to administrative holds may perform HRAP duty. These Soldiers must have maintained their bearing and enthusiasm for service, and meet all other HRAP qualifications. In the case of Security holdovers, recommending commanders must be aware of the reasons the

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

Soldier is being held, in order to prevent sending Soldiers with undisclosed criminal records, or other discreditable histories on HRAP duty. HRAP duty must not impact expected permanent duty assignment date.

(1) Soldiers may not perform HRAP while on medical hold or on physical profile.

(2) Soldiers in an “Security hold” status pending assignment to CONUS installations may participate in HRAP in PTDY enroute status, once their security investigation is finalized or upon approval of a waiver.

(3) Soldiers in an “Security hold” status pending assignment to OCONUS installations may participate in HRAP in PTDY and return to holdover status, or when holdover status is lifted. Commanders must be cautious to ensure individuals in this status are not being held up due to expanded investigations resulting from undisclosed criminal activity.

d. Soldier of the Quarter (SOQ)/Non Commissioned Officer (NCO) of the Quarter/Year. Recent installation SOQ and NCO of the Quarter/Year (NCOQ/NCOY) are excellent representatives of the Army in our communities. Unlike the IET HRAP Soldier, these Soldiers may be utilized by the recruiting force for public presentations to civic groups, high schools, etc. The same qualities of poise, confidence, bearing and professional knowledge that led to their selection as a Soldier/NCO of the Quarter/Year qualify them to engage the influencers of our enlistment pool, rather than only make direct attempts to personally garner recruiting leads. Installations should strongly encourage qualified SOQ/NCO of the Quarter/Year to request paid Recruiter Assistance TDY (10 days) under USAREC’s separate SOQ Recruiter Assistance Program (Appx F).

e. Basic Combat Training (BCT) Graduates. BCT graduates will not be considered for HRAP duty prior to AIT graduation. These Soldiers are not sufficiently “greened” and cannot attest to the total IET training experience. The exception is ACASP BCT Soldiers.

f. USAR Soldiers. USAR Soldiers provide recruiting support under a separate Active Duty, Special Work (ADSW) Program, once they return to their hometowns and rejoin their Troop Program Units (TPU).

g. Peak HRAP Periods of Participation/Walk-ins.

(1) Every year, TRADOC brings in a large percentage of the IET load between June and September, the training “Summer Surge”. Increases in AIT graduates begin about Sep and continue in the 1st and 2nd quarter of the FY and recruiting stations must be prepared for dramatic increases in HRAP Soldier populations during this period.

(2) Another peak HRAP “season” is the December holiday Block Leave. AIT/OSUT and follow-on training (i.e., Airborne, Air Assault) graduates should be encouraged to participate in HRAP over the holidays in order to maintain the Army’s interface with our communities. Especially in parts of America where there is no Army installation, the presence of these young Soldiers in our communities is a walking advertisement for military service.

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

HRAP application and processing must be incorporated into the planning and ticketing systems associated with Holiday Block Leave. HRAP “walk-in” volunteers are accepted by recruiting on a case-by-case basis. USAREC Holiday Block Leave HRAP policy is subject to change each year, based on recruiting needs.

4. Use of HRAP Soldiers/Duty Requirements.

a. HRAP participants are targeted to engage their peer groups in their hometowns by representing themselves, and the Army to the best of their ability. HRAP Soldiers will report to their designated recruiting station commander on the day HRAP duty commences in Army Combat Uniform (ACU) and Class A uniform (as directed by the recruiting station commander) with their DA Form 31 signed by the LTC/O5 authorizing HRAP participation.

b. The recruiting station commander will in-brief all new HRAP participants on HRAP duty standards, safety, geographical area of responsibility, basic Medical Entrance Processing Station (MEPS) overview, basic prospecting techniques, and causes for HRAP termination.

c. HRAP Soldiers will assist their local recruiters in a myriad of activities in support of the recruiting effort such as:

(1) Generating as many High School Diploma Graduate (HSDG) and High School Senior leads as possible during their HRAP tour by contacting acquaintances and former school classmates.

(2) Assisting recruiters during high school visits or career days, introducing recruiters to high school Centers of Influence (COI) (teachers, guidance counselors, etc), distributing business cards, speaking to JROTC classes, etc.

(3) Sharing their Army experience with other COI in the community, and with friends and relatives (parents, grandparents, etc.) of young people thinking about military service.

(4) Talking Future Soldiers (RA/AR) about their basic and advanced training experiences, doing PT with Future Soldiers, and accompanying recruiters during visits to a prospect or Future Soldier’s home to alleviate misapprehensions of the recruit or their family. Reduction of FS loss is a critical benefit of the HRAP program.

(5) Assist the recruiters in penetrating a market due to language or ethnic barriers.

(6) Assist recruiters in accessing college students and college “stop-outs” known to the HRAP Soldier.

(7) HRAP Soldiers continue to perform physical training (PT) during their HRAP tour of duty, to maintain physical fitness prior to reporting to their first unit assignment. Recruiters may perform PT with HRAP Soldiers, use HRAP Soldiers to assist with FS’s PT, and/or recruiters may simply monitor the Soldier’s individual fitness program.

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

(8) Participate in community speaking engagements or advertising campaigns. This is a particular function of Soldiers/NCOs of the Quarter and Year, and other specially selected HRAP Soldiers.

d. PTDY HRAP Soldiers will not:

- (1) Drive applicants to MEPS or medical appointments.
- (2) Hand-carry administrative or recruiting paperwork.
- (3) Run police or court record checks or requests for references.
- (4) Be utilized for recruiting station administrative support.
- (5) Be utilized for cold calling off lead lists.
- (6) Drive government owned vehicles.

5. Selection Criteria.

a. Skills, knowledge, attributes: The HRAP Soldier who returns to his or her hometown is representing every Soldier in the Army. They are deploying to their hometowns in order to assist the Army in meeting our critical manning needs. These Soldiers must understand that they are performing an operational mission in support of the Army. These Soldiers must have exceptional military bearing, an immaculate appearance, be able to relate their military experiences to others, be enthusiastic about the Army, and display a positive image of themselves and the Army.

b. Selection Criteria: Applicants must meet all of the criteria below to be eligible for HRAP. Those items that can be waived by the LTC/O5 nominating officer are indicated. It is essential that all HRAP nominations include correct eligibility criteria of: Education (HSDG or GED + 15 college credit hours), mobility (has transportation to/from Recruiting Station), distance (will stay within 50 miles of Recruiting Station), and hometown (is returning to their hometown). HRAP Soldiers that do not meet these criteria are often not productive and can be counterproductive to USAREC meeting their recruiting mission. Note that although the LTC/O5 nominating officer may waive selection criteria, USAREC is the approval authority for each HRAP nomination. Criteria:

(1) Volunteer to perform HRAP duty in a permissive temporary duty (PTDY) status at no cost to the government, and report to their next duty station on time. The only travel cost paid by the Government is the cost to move the Soldier from their IET site to their first duty station. Any advance on their orders is based on cost of the preferred "city pair" commercial air one-way ticket to the duty station. Soldiers must request advances sufficiently in advance for military personnel processing, which averages about 10 working days at most installations. Advance amount may be estimated by looking at city pair airfare costs from the GSA city pairs

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

website: <http://www.fss.gsa.gov/citypairs/index.cfm>. Post transportation will assist HRAP Soldiers with getting best value military or furlough airfares, but GSA negotiated “city pairs” cannot be used for permissive TDY. HRAP Soldiers must have adequate finances as there is no reimbursement for travel home or coverage of any other living expenses (lodging, daily transportation, food, uniform cleaning, etc) incurred during PTDY. There is often minimal, or no logistical support near most recruiting stations (i.e. dining facilities, military clothing sales stores, payroll advance processing, etc).

(2) Have no adverse personnel actions pending, applicants cannot be flagged.

(3) Not be on medical hold or physical profile.

(4) Soldier Age: Experience indicates that the most effective HRAP Soldiers are those who can identify with, and are identified with, the primary recruiting target market.

(5) Be a High School Diploma Graduate (HSDG), or General Equivalency Diploma (GED) plus 15 credit hours of college (waiverable). Generally GED Soldiers are less successful in accessing high school graduate peer groups, and waivers for education should be granted only on a case-by-case basis.

(6) Must have lodging within 50 miles of their assigned recruiting station (waiverable). The effectiveness of an HRAP participant diminishes significantly the farther they operate from either their hometown or a recruiting station.

(7) Must have their own transportation to get to/from the recruiting station during HRAP duty (waiverable). HRAP participants that require the recruiter to pick them up take valuable time away from the recruiting mission.

(8) Must be able to perform duty in a CONUS or overseas location which has recruiting stations, such as Puerto Rico, US Virgin Islands, Guam, and Hawaii. Soldiers who are graduates of U.S. high schools in Germany and Korea may be considered for HRAP duty, contingent upon USAREC approval.

(9) Commanders are cautioned to avoid raising the bar too high for HRAP, criteria too high may cause missing the 60% participation goal.

6. Recommendation, Application, Selection and Processing.

a. **Recommendation:** The quality of HRAP participants is crucial to the success of the program. To keep that quality high, Recruiter and Drill Sergeant input is required.

(1) For IET Soldiers, this process begins with the recruiter entering a recommendation in the remarks field of the DD 1966 page 3 stating that the “Request this individual return to this RSID for HRAP duty upon completion of AIT/OSUT”. Individuals that are not USAREC recommended will have no HRAP comment in this field.

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

(2) Drill Sergeant / first line supervisor will review all recruiter recommendations for HRAP duty during the Soldier's OSUT or AIT and will provide concurrence / non-concurrence. Additionally, Drill Sergeants / first line supervisor will approve / disapprove all individual requests for HRAP duty.

(3) AIT/OSUT graduates that recruiters have indicated as not recommended for HRAP duty may still be nominated by their chain of command; however, installations are limited to nominating only ten percent of their HRAP nomination that have a negative recommendation by the recruiter. The Recruiting Station Commanders (SC) have the final decision on acceptance of HRAP volunteers. Individuals with a negative recruiter recommendation will have a higher probability of SC rejection so Drill Sergeants and the chain of command should reserve these nominations for exceptionally meritorious individuals.

b. **Application:** HRAP is a voluntary program and it is the Soldiers' responsibility to inform their chain-of-command of their desire to participate in the HRAP program. IET installations are encouraged to widely advertise and market the HRAP program early on in the IET process, reeducate graduating Soldiers on the benefits and duties of HRAP, and assist Soldiers desiring to participate. Individuals that are USAREC recommended and approved by the Drill Sergeant / chain of command will volunteer via the installation HRAP coordinator Training Report provided to the Drill Sergeant 7 weeks prior to graduation (see para 6.d.(3) for details). Individuals that a Drill Sergeant desires to nominate that are not USAREC recommended will be required to complete the HRAP Volunteer Worksheet (Appendix D) and send it through their chain of command to their installation HRAP coordinator.

c. **Selection:** Selection is a three step installation level process, involving the Soldiers' first line supervisor / Drill Sergeant, Company Commander, and Battalion Commander (or the first Lieutenant Colonel/O5 equivalent in the Soldiers' chain-of-command).

(1) Drill Sergeant/ First Line Leader Checklist. Drill Sergeants / first line leaders play a crucial role in the HRAP selection process. The successful HRAP applicant must be qualified, confident, and able to execute the HRAP mission with minimal distractions. To assist in screening and selecting Soldiers, installation HRAP coordinators will provide a report listing all HRAP recommended Soldiers through the chain of command. In order to ensure volunteers will succeed as high performing HRAP participants, consider the following areas:

- (a) Meets selection criteria in para 5b.
- (b) Satisfactory performance during Initial Entry Training.
- (c) Overall military bearing and appearance, including serviceability and proper fit of uniforms.
- (d) Confidence, assertiveness, and verbal communication skills.
- (e) Good attitude about their Army experience.
- (f) No personal problems that may affect performance of duty
- (g) Transportation plan to and around Recruiting Station, and for return to installation or onward to new duty station or port call location.
- (h) Lodging plan to include meals.
- (i) Finances to support items "g" and "h".

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

(j) Is Soldier returning to community where they graduated high school or home of record?

(k) If “No” to “j” above, what is the Soldier’s connection to requested area?

(2) Company commanders will review first line supervisor / Drill Sergeant recommendations and forward a recommendation to the battalion commander. Company commanders will personally interview Soldiers who require a waiver of one of the selection criteria (paragraph 5b). Items which should be considered:

(a) Recommendation of Recruiter and First line Supervisor/Drill Sergeant.

(b) *Why* did the Soldier volunteer (ulterior motives)?

(c) Is the Soldier articulate, do they make eye contact, possess sufficient verbal skills to engage members of their peer group, and can they answer questions confidently and in a positive manner?

(d) Does the Soldier carry himself or herself with poise and military bearing, and is their Class A uniform serviceable and fit properly?

(e) Is the Soldier enthusiastic?

(3) Battalion Commanders (or the first LTC in Soldiers chain-of-command) will review requests for HRAP participation and approve or deny requests by signing the Soldier’s DA 31 Leave Request with HRAP participation data annotated. (AR 600-8-10 requires LTC/O5 or above signature for more than 10 days PTDY/LV).

d. Processing:

(1) Processing begins when the trainee arrives at the Reception Battalion (Rec Bn) (OSUT) or MILPO (AIT). The RecBn/MILPO in-processing Soldiers will review all DD 1966 for positive recruiter HRAP recommendation. RecBn/MILPO will prepare a list of all HRAP recommended recruits names and SSANs and e-mail that list to the installation HRAP coordinator.

(2) Using the name and SSAN list provided by the RecBn/MILPO, the installation HRAP coordinator or their designated representative will log onto the USAREC HRAP web site (Appendix I) and create a record in the HRAP database for each USAREC recommended recruit.

(3) Approximately 7 weeks prior to OSUT/AIT graduation, the installation coordinator will create a Training Report (using the HRAP database) of upcoming graduates recommended by USAREC for HRAP duty and send that list through the chain of command to individual Drill Sergeants. Installation coordinator will utilize the Training Report Instruction and Suspense Cover Sheet (Appendix J) when forwarding the report. For short AIT / ASI schools that do not fit within the timeframes provided in this SOP, local procedures will apply. However, installation HRAP coordinators should provide a minimum of 1 week for Drill Sergeant evaluation of Soldiers before requiring input.

(4) Drill Sergeants will review the list provided by the installation coordinator, provide concurrence or non-concurrence with recruiters’ recommendations and note in the

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

comments field the reason for any non-concurrence. Drill Sergeants will also note in the comments field those trainees that are volunteering for HRAP duty. Additionally, Drill Sergeants will note those outstanding trainees that he/she desires to be added, counsel/instruct them on how to volunteer for HRAP duty and assist them in preparing HRAP Volunteer Worksheets (Appendix D), ensuring all blocks requesting information are completed and legible. Only those individuals that are being added by the Drill Sergeant are required to complete a worksheet; USAREC recommended individuals will be processed using the Drill Sergeant annotated Training Report.

(5) The Drill Sergeant will return the annotated Training Report (with HRAP Volunteer Worksheets attached for those individuals they wish to be added) to the installation HRAP coordinator through the chain of command for entry / update into the HRAP database. The chain of command must expedite this report to ensure it is returned to the installation HRAP coordinator not later than 6 weeks prior to graduation to allow sufficient processing time by the coordinator.

(6) Once a Soldier volunteers for HRAP duty, the Soldier's chain of command from Drill Sergeant through Company Commander to Battalion Commander, must determine whether the Soldier is eligible and suitable to participate in the program. The Soldier's Battalion Commander provides final approval/disapproval of the HRAP request by signing the Soldier's DA 31 Leave Request with HRAP PTDY noted.

(7) If disapproved, the Soldier will be informed that their request has been disapproved and the installation HRAP coordinator will be notified to allow updating of the HRAP database. Additionally, while not the norm, Soldiers may be removed from HRAP duty after being nominated. Chain of command should make every effort to notify the MILPO and installation HRAP coordinator as soon as this happens to allow time for processing, but should not hesitate to cancel HRAP duty at any time before shipping.

(8) If a Soldiers' nomination is approved, the installation HRAP coordinator or their designated representative will log onto the USAREC HRAP web site and update their status as Applied. A Recruiting Station match is made based on the Recruiting Station Identity (RSID) where the individual was recruited, and a screen is displayed for the submitting POC to print Soldier notification information. Additionally, once the trainee's status is changed to "Applied", an e-mail is automatically sent to the Recruiting SC notifying him/her of the Soldier's HRAP duty dates and requesting SC approval.

(9) SC's approve or reject each application based on the selection criteria being met, availability of recruiters, and the recruiting stations' HRAP management workload. If USAREC rejects the application, the website will send an EMAIL to the individual who submitted the application indicating that the Soldiers' request was rejected, along with a reason for the rejection. It is critical that SC and installation coordinators complete this coordination at least two weeks prior to HRAP duty, to ensure no Soldiers report for duty and are terminated from HRAP duty on the spot. If the SC approves an application, the website will send a notification EMAIL to the submitting POC, recruiting Brigade and Battalion HRAP POCs, and

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

Recruiting Station Commander.

(10) The installation HRAP coordinator will ensure that the Soldier's HRAP participation is reported to the individual responsible for entering HRAP start and end dates into ATRRS (instructions at Appendix C) and ensures that HRAP duty dates do not conflict with follow-on class assignments. HRAP duty should not delay mandatory follow-on training. Note, there is an advantage to entering the HRAP dates into ATRRS before entering a record in the HRAP website, as ATRRS will check for a valid SSN, which may be recorded incorrectly on the Volunteer Worksheet.

(11) The installation HRAP coordinator will provide HRAP notification information to the Soldier and will ensure that the Soldier contacts their recruiting station POC **prior to departing the installation** to coordinate time of arrival and uniform requirements.

(12) Prior to the Soldiers' departure from the installation, their chain of command will ensure that the Soldier has all the items listed in the HRAP packing list/checklist (see para 8 d).

(13) Within two working days of the Soldier's departure from the installation, the installation HRAP coordinator will log onto the USAREC HRAP web site and enter the Soldiers' departure date and STATUS of the record becomes "Shipped". If the Soldier did not depart on the date they were supposed to, the HRAP coordinator will modify the projected ship date or cancel participation.

(14) Within 48 hours of the Soldier's arrival at the recruiting station, the recruiting station will log onto the HRAP website and enter the HRAP arrival date. If the Soldier's SSN is not in the system, the recruiting station will add the Soldier's record into the HRAP website as a CATEGORY of "Walk-in".

(15) Within 48 hours of the Soldier's departure from the recruiting station, the recruiting station will log onto the HRAP website and enter the HRAP end date, fill in number of leads, appointments, and contracts credited to the HRAP Soldier, and indicate if the Soldier was an asset to the recruiting mission.

(16) If leads, appointments, or contracts are later credited to the HRAP Soldier, the recruiting station will update the HRAP website base with new productivity information. Entering the HRAP credit information into the HRAP database is important because this information is fed to the TAPDB for later use in selecting recruiters.

e. HRAP "No-Shows". HRAP is a voluntary duty and HRAP Soldiers may decide to use their leave instead of perform duty. That decision should be made before the Soldier departs the IET site and the installation submitting POC notified so they can cancel HRAP duty. This changes the record status from "Approved" to "Cancelled". In the event the record is not cancelled, the Soldier is still projected to perform duty. The Recruiting Station must ensure that any expected HRAP Soldier who fails to report is telephonically reported through chain of command to HQ USAREC no later than close of business the next duty day. The recruiting

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

station must also change the status to “No Show” within 2 working days from projected arrival date. Before setting the status to “No Show”, the recruiting station will first call the Soldier’s leave phone number to determine if he/she arrived home. If not, the recruiting station will also contact the installation submitting POC.

f. Release/Termination from HRAP Duty.

(1) Soldiers may be released from HRAP duty for performance, disciplinary or personal reasons. The recruiting chain of command will be notified of the termination not later than close of business the next working day, and HQ USAREC will notify the Soldiers’ losing installation’s HRAP coordinator. The recruiting battalion commander having administrative control will issue a memorandum of termination IAW USAREC regulatory guidance. Within 48 hours of termination, the recruiting station commander will change the status of the HRAP Soldier’s online record to “Released” with the appropriate reason selected.

(a) When released for disciplinary reasons, documentation will be forwarded to the Soldiers’ gaining command for appropriate action.

(b) Those Soldiers who are simply ineffective due to inability, lethargy or reluctance may also be released from their HRAP PTDY. These Soldiers will not normally be disciplined. Good leadership within the recruiting station will ensure most HRAP Soldiers are effective.

(c) Soldiers may request release from HRAP for personal reasons.

(2) Soldiers released from HRAP duty during a period of leave will return to a leave status upon release from HRAP.

(3) Soldiers whose HRAP duty is the reason for their leave will return to their losing unit immediately upon release from HRAP. Soldiers may request extension of leave from their chain-of-command.

7. Duty Period. The duty period for HRAP Soldiers will be 14 days in PTDY or 10 days in funded TDY. Duty period includes authorized travel time. Soldiers in a funded TDY status may serve a back-to-back unfunded HRAP tour, with prior approval of their parent installation chain of command.

8. IET Installation HRAP Support Responsibilities.

a. **HRAP Orientation Training for Installation Personnel.** HRAP is not a USAREC program, it is an Army program that infuses our best young Soldiers back into their hometowns to help fill our ranks. Commanders at all levels must ensure their personnel (i.e., DS, other IET Cadre, RecBn, MILPOs) are familiar with all aspects of, and fully support, the HRAP program. This includes:

(1) Overview- what HRAP is (and is not), and its value in terms of numbers of leads and contracts.

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

- (2) Participation goals: Current TRADOC participation goal is 60% of all AIT/OSUT graduates.
- (3) Soldier qualifications to apply/volunteer
- (4) Application procedures
- (5) Safety Briefing, Soldier fatalities and injuries historically have occurred in transportation to and after HRAP duty. Installations will stress automobile safety, water safety and alcohol and drug zero tolerance.

HRAP Website System Responsibilities. The online HRAP website (installation URL - https://partners.goarmy.com/dana-na/auth/url_4/welcome.cgi, recruiting URL – <http://my.usaac.army.mil/portal/dt>, is the only notification that the USAREC chain of command has that Soldiers will be arriving for HRAP duty. Installation HRAP coordinator diligence in ensuring that online HRAP records are updated in a timely matter is essential. The HRAP website will be used to generate all General Officer level HRAP reports (see paragraph 10) NLT February 03.

b. USAREC personnel requesting HRAP website access request a USERID through their chain of command using a USAAC Form 101.

c. All TRADOC individuals requiring HRAP data base access submit their USAAC Form 101 through their Installation Systems Security Manager (ISSM) who verifies the individual requesting access has a favorable security investigation (clearance is not a requirement) which authorizes the individual access to military computer systems. If the individual has a favorable investigation, the ISSM will forward the USAAC Form 101 to the USAAC HRAP POCs, MAJ James Vandergrift, james.r.vandergrift@us.army.mil, DSN 680-4706, MAJ Wendell Johnson, wendell.johnson@us.army.mil, DSN 680-4876, or MSG Charles Pulliam, charles.pulliam@us.army.mil, DSN 680-4702, commercial prefix (757) 788. The TRADOC HRAP website coordinator will review the request and forward it to the USAREC HRAP security manager upon determination that the individual requesting access has a valid need. The USAREC HRAP security manager will assign a USERID and password and provide the information back to the individual requesting access, via EMAIL.

d. Other MACOM personnel should contact the USAREC HRAP program manager at

e. **HRAP Overview Briefing to IET Soldiers.** Installations will advertise HRAP to all AIT/OSUT students with the HRAP program early enough in training to allow the Soldier to consider whether they want to participate and submit their application prior to out-processing orientation. Group in-processing is an excellent time to brief HRAP. Group out-processing is an excellent time to reemphasize HRAP and encourage quality Soldiers who have not yet volunteered for HRAP duty. This briefing should also cover the Sergeant Major of the Army Recruiting Team (SMART) and the 2K Referral Bonus Program, which can be found at <http://www.2K.army.mil>. Each HRAP Soldier must also understand the importance of safety and POV, Motorcycle, Boating, Swimming and overall safety awareness while traveling to,

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

performing and traveling from HRAP duty. Train all Soldiers and DA civilians about USAREC programs (see <http://www.2k.army.mil>) for various programs that are open for support). In order to qualify for the 2K Referral Bonus Pilot Program and receive the bonus, the Soldier or civilian must have an ARS-SMART account and the referral must be entered into the ARS-SMART website (<https://smart.goarmy.com/smart>).

f. **HRAP Participant Packing List/Checklist:** HRAP Soldiers will perform duty in Recruiting Stations that are often far from the nearest military installation. Assume no Military Clothing Sales stores are in the recruiting station area. IET is often the first time these young Soldiers have been on their own and they need coaching to fully understand and plan for their responsibilities for HRAP duty, especially in regards to holding onto their HRAP/Leave Forms and Station Orders, and managing their finances. A sample HRAP Participant Checklist, which can be used/modified to handout to HRAP participants, is at Appendix I. As a minimum, ensure the HRAP participant includes the following items during preparation for HRAP.

(1) Required forms: signed, DA Form 31 indicating HRAP PTDY authorization and dates, DD Form 1610 (if traveling on Paid TDY), and Permanent Change of Station orders with HRAP duty annotated on the orders.

(2) Recruiting Station Information. Recruiting Station address, telephone number, and Station Commander's name (provided from HRAP web site). Note: Each HRAP participant must make telephonic contact with the Recruiting Station Commander prior to departing the installation to coordinate time of arrival and uniform requirements.

(3) Personal finances to support period of HRAP duty – food, lodging, transportation.

(4) Uniforms - first duty day HRAP duty uniform is Class A uniform, with appropriate decorations, rank, and accessories. Class A uniform is also normally worn when giving presentations in high schools, otherwise Class B is normal duty uniform. Bring PT uniform and any special issue uniforms (firefighter uniform, cook uniform, camouflage outfit, berets, etc).

(5) Transportation plan. While performing HRAP duty it is the individual's responsibility to provide transportation. This includes:

(a) Transportation from installation to Recruiting Station.

(b) Daily transportation from home to Recruiting Station.

(c) Return transportation to installation or on to next duty station or port call location.

(6) Lodging plan. Lodging plan is an individual responsibility prior to departure from installation. Lodging will be at no cost to the government.

(7) Personal hygiene items.

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

e. Hometown News Release Program for HRAP. There is a standard HRAP stock story in the Hometown News Release System.

(1) TRADOC installations must submit a Hometown News Release (DD 2266) on each Soldier who is scheduled to take part in the HRAP program. These releases should be submitted far enough in advance to reach the Soldier's hometown press prior to the Soldier's arrival home and are normally part of the Hometown News Release done for IET graduation.

(2) Since HRAP duty is normally performed after IET graduation, "HRAP duty" will be added after "AIT/OSUT graduation" in Block 9 (Event) of the DD 2266. In Block 20 (Remarks), add "City/State of HRAP Duty: XXXXXXXXXXXX, XX" and "Dates: _____ to _____."

(3) USAREC will submit a Hometown News Releases for each non-TRADOC HRAP Soldier.

9. Performance Measures: Recruiting stations are encouraged to recognize HRAP performance using certificates of achievements and letters of appreciation. Exceptional performance should be recognized by request for 2-Star notes for CG USAREC signature. Quantitative performance of HRAP Soldiers (leads/referrals, appointments/interviews conducted, and contracts generated as a result of HRAP leads) will be recorded on the USAREC HRAP website by the recruiting station. In addition, when the HRAP Soldier departs the recruiting station, the station will update the HRAP web site to indicate if the Soldier was an asset to the recruiting mission. Entry of performance data into the HRAP website negates the need to continue manual USAREC Form 979 for each HRAP Soldier. Terms used on the web site to quantify HRAP Soldier performance are:

a. "Lead/Referral": The HRAP Soldier produces the name and telephone number (or other means of contact) for someone who agrees to an interview with an Army Recruiter. Only those individuals who have not previously been identified to the Recruiting Force/Station will be credited as HRAP leads/referrals.

b. "Appointments/Interviews Conducted": The number of appointments conducted by the recruiter from among the leads/referrals generated by the HRAP Soldier. This is a measure of the quality of the leads created by the HRAP Soldier.

c. "Contract": The HRAP Soldiers "Lead" is converted into an enlistment and the HRAP Soldier and Recruiter receive mission credit.

d. "Asset". The HRAP Soldier was an asset to the recruiting mission.

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

10. Reports:

- a. Reports will be pulled directly from the HRAP database and the requirement for separate MS Excel Spreadsheets that were previously submitted by each installation, is rescinded.
- b. Reports are available on the USAREC web site for tracking the progress of a Soldier through the HRAP process. These reports are discussed at Appendix H (Web site instructions).
- c. HQ USAAC and USAREC report HRAP status to HQDA G1 monthly. USAREC brigades and TRADOC installations will insure the HRAP database is updated for the month to support the following reporting timelines.

Report Name	Who	When
USAREC Monthly Report	USAREC	By 1200 Eastern Time on 5 th working day of each month
Installation Monthly HRAP Status Report	TRADOC Installations	By 1200 Eastern Time on the 5 th working day of each month

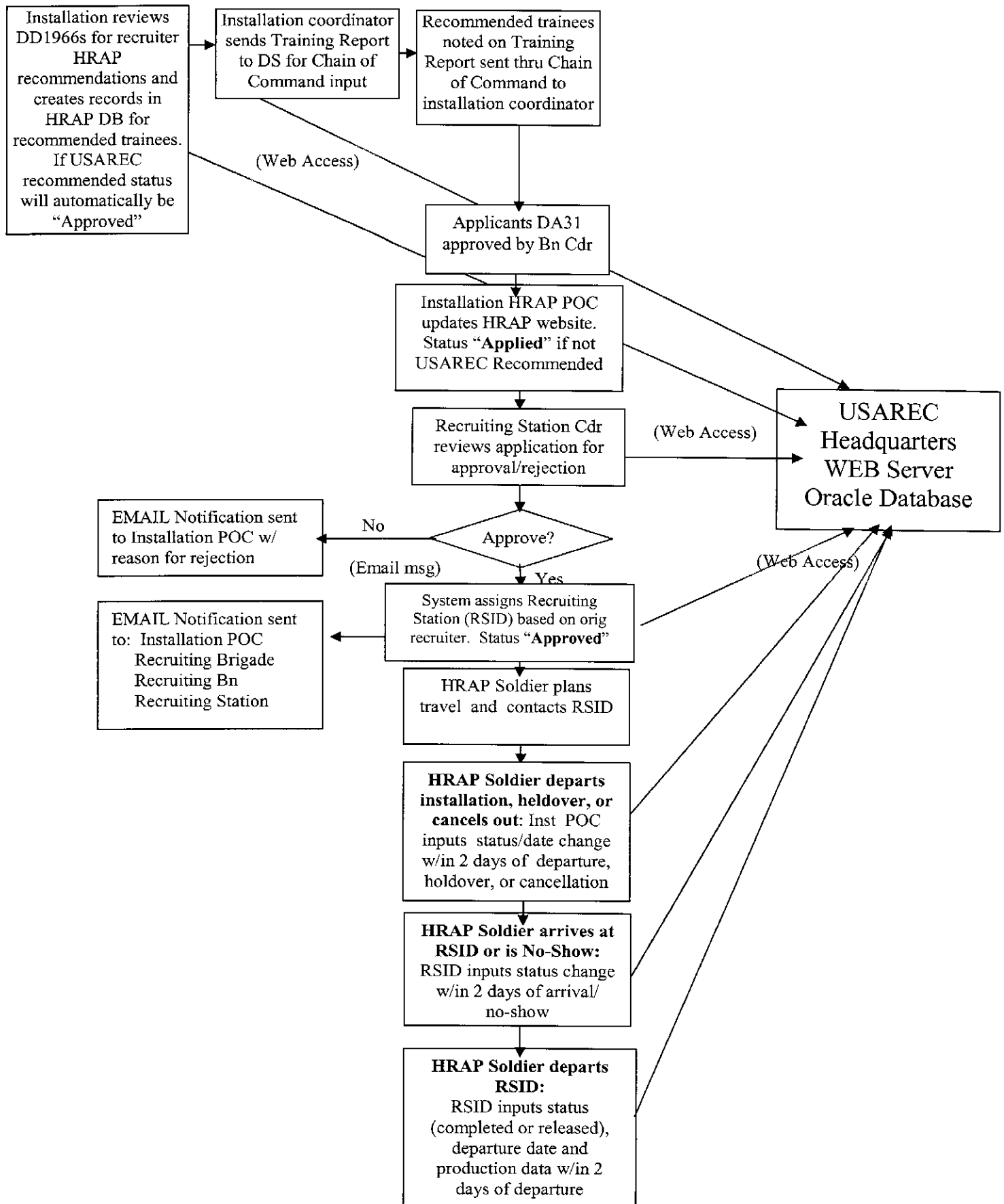
(1) HQ USAREC will submit monthly HRAP Participation report to identify total number of HRAP participants arriving for HRAP duty during the previous calendar month, along with the number of leads and contracts generated.

(2) HQ USAAC will submit a monthly HRAP report with the number of AIT/OSUT graduates and the number of Soldiers shipped to perform HRAP duty.

d. . TRADOC installations will update the previous months' AIT and OSUT graduate totals in the HRAP website by noon Eastern Standard Time, of the 5th working day of the next month. These numbers will be used to compute percentage of HRAP participation, based on total number of AIT/OSUT graduates.

e. Installations that do not receive enough recruits with recruiter recommendation to meet their participation goal are authorized to meet their goal utilizing Drill Sergeant recommended Soldiers. In these cases, installation HRAP coordinator will provide report via e-mail to MAJ James Vandergrift, james.r.vandergrift@us.army.mil, MAJ Wendell Johnson, wendell.johnson@us.army.mil, or MSG Charles Pulliam, charles.pulliam@us.army.mil, that includes percentage of recruiter recommendations received for that month and any additional details explaining the variance.

Appendix A: HRAP Website System Data Process Flow Chart



USAAC Hometown Recruiter Assistance Program (HRAP) SOP

Appendix B (ATRRS Inputs)

1. This procedure applies to HRAP volunteers coming from AIT and OSUT training. Assignment to HRAP duty should be carefully evaluated so as to not interfere with individual ability to report on time to the gaining unit or attend additional training already scheduled. If the HRAP is scheduled to occur before the student has completed training (for example between a prerequisite course and AIT) it is possible that the HRAP dates entered will prevent the individual from being scheduled for all courses required for their MOS. In that case, the HRAP will be scheduled but a message will appear indicating that no further training has been scheduled and the individual will be reported to Enlisted Distribution Assignment System (EDAS) as being unavailable for assignment. If this occurs, coordinate with the installation HRAP coordinator immediately, to ensure HRAP approval was an “informed” decision, to waive standard policy of not impacting previously set report dates.

2. PROCEDURES. Use screen: INDIVIDUAL TRAINING STATUS CHANGE (TC):

a. The schoolhouse PSB/MILPO will input data on Initial Entry Training (IET) Soldiers volunteering for the Hometown Recruiting Program (HRAP) on the TC screen in ATRRS. An HRAP START DATE (normally the day after graduation from BT, OSUT, AIT etc.,) and an END DATE (the last day on HRAP) both must be entered.

b. The ATRRS system will then determine if the Soldier has any future training requirements and regenerate any necessary future training reservations. The reservation will be generated using the HRAP END DATE to determine a start date for any follow-on training.

c. If the HRAP is cancelled before the Soldier ships, the losing PSB/MILPO will delete the HRAP data in ATRRS by replacing the START DATE and END DATE with “DD MON YYYY.”

3. NOTES:

a. By inputting the HRAP information in ATRRS, ATRRS in turn will update EDAS reflecting any delayed report dates for HRAP Soldiers. The assignment date for HRAP volunteers in EDAS may be adjusted to allow for travel time and port call to their first duty assignment.

b. If an HRAP volunteer is recycled or reclassified, then any future HRAP START and END dates will automatically be deleted off of ATRRS. If the Commander decides that this individual will still go on HRAP duty after completion of current training course, then the individual must be re-inputted on HRAP duty on the TC display.

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

Appendix C: USAAC HRAP Points of Contact (POC) for the TRADOC Hometown Recruiter Assistance Program SOP

1. USAREC Headquarters HRAP:

a. USAREC HRAP Coordinator (processing applications for paid and PTDY), Recruiting Operations Directorate (Programs Branch) is Mr. Withers at HQ-HRAP@usarec.army.mil, DSN 536-0448, commercial prefix (502) 626..

b. USAREC HRAP Manager (data based and reporting), Recruiting Operations Directorate (Programs Branch) is Mr. Walter Withers at walter.withers@usarec.army.mil or DSN 536-0448, commercial prefix (502) 626.

c. USAREC HRAP Policy Manager, Recruiting Operations Directorate (Programs Branch) is Mr. Erick Hoversholm at Erick.Hoversholm@usarec.army.mil or DSN 536-1586, commercial prefix (502)

d. USAREC Information Management Help Desk (HRAP website problems), call DSN 536-1700 ext 61700, or 1-800-223-3735 ext 61700; or contact POC in para 2.b or 2.c above; or send EMAIL to SOCL1@usarec.army.mil.

2. USAAC Headquarters:

a. USAAC HRAP policy/SOP POCs are MAJ James Vandergrift, james.r.vandergrift@us.army.mil, DSN 680-4706, or MAJ Wendell Johnson, wendell.johnson@us.army.mil, DSN 680-4876. Commercial prefix is (757) 788.

b. USAAC HRAP data base and reporting POCs are MAJ James Vandergrift, james.r.vandergrift@us.army.mil, DSN 680-4706, or MAJ Wendell Johnson, wendell.johnson@us.army.mil, DSN 680-4876. Commercial prefix is (757) 788.

c. TRADOC SOQ/NCO of Quarter/Year Recruiter Assistance Program POC is DCSBOS, AG, Retention Division, DSN 680-5115, commercial prefix (757) 788.

d. A list of TRADOC installation HRAP POCs can be found online at: [http://www-tradoc/dcsrnetit/hometownrecruit /hrappocs /default.htm](http://www-tradoc/dcsrnetit/hometownrecruit/hrappocs/default.htm)

TRADOC Hometown Recruiter Assistance Program (HRAP) SOP

Appendix D: Hometown Recruiter Assistance Program (HRAP) Volunteer Worksheet

HOMETOWN RECRUITER ASSISTANCE PROGRAM (HRAP) VOLUNTEER WORKSHEET					
For HRAP details and SOP, see www.2K.army.mil					
Privacy Act Statement. AUTHORITY: Collection of this information is authorized by 10 USC, sections 503, 505, 532, 12102, and Executive Order 9397. PRINCIPAL PURPOSE: Information collected will be used to assist in the HRAP pre-qualification process. ROUTINE USES: Blanket routine use disclosures as described in AR 340-21, para 3-2. DISCLOSURE: Voluntary, however, failure to provide the information may delay or terminate the HRAP volunteer process.					
NAME	LAST		FIRST		MIDDLE
RANK	SSN	MOS	GENDER Male Female	AGE	RACE
Losing/Parent Installation (where you are now)				MACOM	
CATEGORY AIT, OSUT, Airborne, Permanent Party		BN/COMPANY		DUTY PHONE (###-###-####)	
IF AIT/OSUT, GRADUATION DATE			MM	YYYY	
HRAP Permissive TDY Dates			FROM (MM/DD/YYYY)	TO (MM/DD/YYYY)	
Leave Dates (if applicable)			FROM (MM/DD/YYYY)	TO (MM/DD/YYYY)	
HRAP Recruiting Station Location (recruited from)	CITY			STATE	ZIP
HRAP/LEAVE Street Address (where you will be staying during HRAP duty)					
HRAP City		HRAP State	HRAP ZIP CODE	PHONE (###-###-####)	
Gaining Installation (duty station after HRAP duty)					
Answer questions by circling YES or NO. Provide additional information as necessary					
1. Are you returning to your hometown?				YES	NO
If NO, why should you be allowed to do HRAP at your leave location?					
2. Did you have a high school degree, GED, or 15 hours of college credits?				YES	NO
3. Will you stay within 50-miles of the HRAP recruiting station?				YES	NO
4. Will you have your own daily transportation to/from the recruiting station?				YES	NO
5. Do you understand you may qualify for a \$2,000 bonus per referral IF: (immediate family members do not qualify): a. You register on the Bonus web site FIRST (https://smart.goarmy.com) b. Your referral enlists in the Active Army or Army Reserve?				YES	NO
6. Do you understand: a. You will NOT be entitled for reimbursement for travel, per diem, or any other expenses during HRAP leave? b. You will be working with a local recruiter every day, support their efforts to recruit new Soldiers? c. You will submit your DA Form 31 to the Recruiting Station Commander upon arrival?				YES	NO
HRAP VOLUNTEER'S SIGNATURE				DATE (MM/DD/YYYY)	

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

Appendix E INFORMATION PAPER

SUBJECT: Soldier of the Quarter (SOQ) Recruiter Assistance Program

1. **Purpose.** To provide information on the SOQ Recruiter Assistance Program.

2. **Facts.**

a. This CSA directed program was implemented on 1 JAN 96. This is a USAREC fully funded TDY program.

b. This funded program was initiated for recent installation Soldiers of the Quarter, preferably in the grade of Specialist or below with less than 5 years of active federal service. Recent Sergeant (E-5) NCO's of the Year/Quarter will be considered but must have less than 5 years active federal service. All participants must be a High School Diploma Graduate, 25 years of age or less, possess a valid civilian drivers license, and must not be flagged. TRADOC normally has 18 paid recruiter assistance allocations per FY.

c. The recruiter assistance tour length is 10 days, including travel time, with paid TDY back to the Soldiers' hometown. Recruiting assistants will work a normal duty day, with duty assignments set by the Recruiting Battalion CSM. Participants may utilize GOV or rental vehicles as directed. These Soldiers are used to educate the community leaders, educators, and the young men and women we seek for enlistment in our Army. The "Tell it like it is", first hand account of what the Army is really like has great credibility based on real Army experiences, not just training experiences.

d. Installation Retention Offices (senior/command career counselor) send the DA Form 638 (Recommendation for Award) and resume (Appendix G) to HQ TRADOC, DCSBOS AG Retention Division, Fort Monroe, VA, DSN 680-5115. Nominations should be processed at least thirty days prior to their desired recruiter assistance report date in order to allow maximum planning and coordination by their hosting Recruiting Battalion. DCSBOS will forward nominations to USAREC, who is final approval authority and will confirm TDY dates and forward TDY orders to the Soldier. NO USAREC OP 1 - DA Form 4187 is required for paid TDY SOQ recruiter assistance. Within 5 days after completion of recruiter assistance duty, HRAP Soldiers will file a travel voucher with DNO-IN, Dept 3700, 8899 East 56th Street, Indianapolis, IN 46249. Installations must submit a Hometown News Release for each participant.

e. With approval of a separate USAREC OP 1 - DA Form 4187 and DA 31, the Soldier can also pull 10 days of unfunded PTDY HRAP duty, for a total of 20 days recruiter assistance duty. Unfunded PTDY HRAP duty is recorded with the HRAP website. The installation enters the Soldier's data into the website, selecting "SOQ/NCOY" as the CATEGORY. Unfunded HRAP extensions will be 24 hour work week.

TRADOC Hometown Recruiter Assistance Program (HRAP) SOP

Appendix F: SOLDIER OF THE QUARTER HRAP

SOLDIER OF THE QUARTER HOMETOWN RECRUITER ASSISTANCE PROGRAM (HRAP) VOLUNTEER WORKSHEET For HRAP details and SOP, see www.2K.army.mil Use 'Find a Recruiter' web site (http://www.goarmy.com/util/findrctr.htm) to find a recruiting station. Call 800-223-3735 ext 6-0448 or fax 502-626-1227									
Privacy Act Statement. AUTHORITY: Collection of this information is authorized by 10 USC, sections 503, 505, 532, 12102, and Executive Order 9397. PRINCIPAL PURPOSE: Information collected will be used to assist in the HRAP pre-qualification process. ROUTINE USES: Blanket routine use disclosures as described in AR 340-21, para 3-2. DISCLOSURE: Voluntary, however, failure to provide the information may delay or terminate the HRAP volunteer process.									
NAME		LAST		FIRST		MIDDLE			
RANK	SSN		PMOS		GENDER		AGE		RACE
				MALE		FEMALE			
MARITAL STATUS		SPOUSE		CHILDREN (NAME/AGE)		AKO EMAIL ADDRESS			
SINGLE		MARRIED							
UNIT COMMANDER						COMMANDER PHONE (###-###-####)			
UNIT ADDRESS						SOQ DUTY PHONE (###-###-####)			
Requested HRAP Dates (primary)						FROM (MM/DD/YYYY)		TO (MM/DD/YYYY)	
Requested HRAP Dates (alternate 1)						FROM (MM/DD/YYYY)		TO (MM/DD/YYYY)	
Requested HRAP Dates (alternate 2)						FROM (MM/DD/YYYY)		TO (MM/DD/YYYY)	
DESIRED HRAP RECRUITING STATION LOCATION CITY								STATE	ZIP
HRAP/LEAVE Street Address (where you will be staying during HRAP duty)									
HRAP City				HRAP State		HRAP ZIP CODE		PHONE (###-###-####)	
Home of Record				PARENT'S NAMES/ADDRESS					
Answer questions by circling YES or NO. Provide additional information as necessary									
1. Are you returning to your hometown?								YES	NO
If NO, why should you be allowed to do HRAP at your leave location?									
2. Are you comfortable speaking to individuals positively about your Army experiences								YES	NO
3. Are you comfortable speaking positively to groups of 6-30 people?								YES	NO
4. Are you comfortable speaking to groups of 30+ people?								YES	NO
5. Do you understand you may qualify for a \$2,000 bonus per referral IF: (Immediate family members do not qualify): a. You register on the Bonus web site FIRST (https://smart.goarmy.com) b. Your referral enlists in the Active Army or Army Reserve?								YES	NO
6. Do you understand you will be working with a local recruiter every day, supporting their efforts to recruit new Soldiers?								YES	NO
SOQ SIGNATURE (SEE QUESTIONS ON NEXT PAGE)								DATE (MM/DD/YYYY)	

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

SOLDIER OF THE QUARTER HOMETOWN RECRUITER ASSISTANCE PROGRAM (HRAP) VOLUNTEER WORKSHEET For HRAP details and SOP, see www.2K.army.mil
ASSIGNMENTS:
SPECIAL TRAINING:
AWARDS/SPECIAL RECOGNITION/DATES
WHY DID YOU JOIN THE ARMY?
WHAT DO YOU LIKE BEST ABOUT THE ARMY?
WHAT'S BEEN THE MOST INTERESTING PART OF YOUR ARMY EXPERIENCE?

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

Appendix G: Glossary

AIT	Advanced Individual Training
ATRRS	Army Training Resource Requirement System
BCT	Basic Combat Training
COI	Center of Influence
DEP	Delayed Entry Program
DTP	Delayed Training Program
EDAS	Enlisted Distribution Assignment System
ENTNAC	Entrance National Agency Check
FS	Future Soldier (formerly known as DEP, Delayed Entry Program)
HSDG	High School Diploma Graduate
HRAP	Hometown Recruiter Assistance Program
IET	Initial Entry Training
ISSM	Installation Systems Security Manager
NCO	Non-Commissioned Officer
NCOQ	NCO of the Quarter
NCOY	NCO of the Year
MEPS	Military Entrance Processing Station
MILPO	Military Personnel Office
OSUT	One Station Unit Training
PSB	Personnel Support Branch
PTDY	Permissive TDY
RA	Regular Army
SSN	Social Security Number
SOQ	Soldier of the Quarter
TAIR	Total Army Involvement in Recruiting
TDY	Temporary Duty
TPU	Troop Program Unit
TRADOC	Training and Doctrine Command
USAR	United States Army Reserve
USAREC	United States Army Recruiting Command

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

Appendix H HRAP WebSite Instructions

1. The most up-to-date HRAP website instructions are available for viewing, searching, and/or printing from the HRAP website:

TRADOC Installation URL: <http://my.usaac.army.mil/portal/dt>

USAREC URL: <https://partners.goarmy.mil>

2. Instructions include detailed help on the following topics:

- Introduction to the HRAP website
- HRAP processes (submit, approve, depart/cancel, arrive, complete/release)
- Getting a USERID/Password
- Logging-on
- Entering USERID Point of Contact Information
- Entering an HRAP Applicant
- HRAP Soldier Accountability Data
- Modifying HRAP Records
- Generated Status Codes/EMAIL Messages
- Travel Information
- Productivity (Form 979) Data
- Report Descriptions and Instructions

3. Report problems using the HRAP website to the USAREC Service Oversight Center (SOC) at SOCL1@usarec.army.mil or 1-800-223-3735, ext 61700. Provide specific information on sequence of steps followed, problems encountered, and exact wording on any system or internet error messages. If the problem is not resolved immediately, a work order number will be assigned for your follow-up tracking purposes.

USAAC Hometown Recruiter Assistance Program (HRAP) SOP

Appendix I - HRAP Participant Checklist

1. Required forms: Signed DA Form 31 (Request and Authority for Leave) indicating HRAP duty approval and dates, and Permanent Change of Station (PCS) orders with HRAP duty annotated. Notes:

a. HRAP Soldier is charged leave unless the DA Form 31 is signed by the Recruiting Station commander with HRAP duty dates annotated, and taken to gaining installation by the HRAP Soldier.

b. Soldier must have contact information, in the event of a personal emergency. Contact POC is normally the losing installation (until Soldier in-processes with gaining installation), in addition to the recruiting station POC. Also, Army Travelers Assistance Center, PH 1-800-582-5552, can provide assistance with emergency travel issues.

2. Recruiting Station (RS) information. RS address, telephone number, and commander's name. Note: Each HRAP participant must make telephonic contact with the RS commander prior to departing the IET installation to coordinate time of arrival and uniform requirements. In case of a personal emergency, the HRAP participant must contact the RS in addition to the parent installation.

3. Personal finances to support period of HRAP duty – food, lodging, transportation. There is minimal or no logistical support (advance processing, military clothing sales, etc) close to most recruiting stations.

4. Uniforms - first duty day HRAP duty uniform is ACU or BDU. Class A uniform is also normally worn when giving presentations in high schools, otherwise Class B is normal duty uniform. Bring PT uniform and any special issue uniforms (firefighter uniform, cook uniform, camouflage outfit, berets, etc). See item 2 above.

5. Transportation plan. While performing HRAP duty it is the participant's responsibility to provide their own transportation. This includes:

a. Transportation from installation to Recruiting Station.

b. Daily transportation from lodging to Recruiting Station.

c. Return transportation to installation or on to next duty station or port call location.

Note: The only cost the government will reimburse the IET graduate for is the one way cost of going from the IET installation to the next duty station.

6. Lodging plan. Lodging plan is an individual responsibility prior to departure from installation. Lodging and food will be at no cost to the government.

7. Personal hygiene items.

TRADOC Hometown Recruiter Assistance Program (HRAP) SOP

Appendix J - HRAP Training Report Instruction and Suspense Cover Sheet

S: _____ (Est. by inst HRAP coord)

TO: COMPANY Commander, _____ (unit this report is for)

REF:

- a. AR 601-2, Army Promotional Recruiting Support Programs, 9 FEB 07.
- b. TRADOC REG 350-6, Initial Entry Training Policies and Procedures
- c. AR 600-8-10, Leaves and Passes, 01 JUL 94
- d. TRADOC HRAP SOP, OCT 07.

1. Attached is a list of Soldiers in your company that have been requested by their hometown Recruiters to return to them for HRAP duty. Drill Sergeants will review all names on this list and make a recommendation for participation in HRAP after graduation of AIT/OSUT to ensure that the Soldiers performance and attitude during training justifies the privilege of returning home and representing the Army.

2. Instruct your Drill Sergeants to accomplish the following:

- a. Review the list and provide approval or disapproval of individuals for HRAP duty.
- b. Note the reason for any disapproval in the comments field.
- c. For those Soldiers that are recommended for HRAP duty, note in the comments field those that volunteer for HRAP duty.
- d. Identify those outstanding trainees that you desire to be added to this list. Counsel/instruct them on how to volunteer for HRAP duty and assist them in preparing HRAP Volunteer Worksheets. Ensure all blocks on the worksheet are completed and writing is legible. Only those individuals that are being added by the Drill Sergeant are required to complete a worksheet.

3. Commanders are responsible for selecting 60% of the Soldiers in each graduating class for HRAP duty. Not more than 10% of the Soldiers commanders select for HRAP duty can be Drill Sergeant additions to this list.

4. Return this Training Report annotated with Drill Sergeant recommendations and with HRAP Volunteer Worksheets attached for those individuals you wish to be added, to the installation HRAP coordinator for processing. Expedite this report to ensure it is returned to the installation HRAP coordinator not later than suspense shown above to allow sufficient processing time.

3. Installation HRAP coordinator phone number: _____ and

e-mail address: _____.